



# CITY OF HOUSTON

## Job Posting

1	<b>Applications accepted from:</b>	ALL PERSONS INTERESTED
2	<b>Job Classification</b>	SENIOR PLANNER
3	<b>Posting Number</b>	PN# 103210
4	<b>Department</b>	PLANNING AND DEVELOPMENT
5	<b>Division</b>	PLANNING DIVISION
6	<b>Section</b>	DEVELOPMENT SERVICES
7	<b>Reporting Location</b>	611 WALKER 6 <sup>TH</sup> FLOOR
8	<b>Workdays &amp; Hours</b>	M - F, 8 a.m. - 5 p.m.*
		*Subject to change
9	<b><u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u></b> Coordinates and conducts regulatory review of development proposals and writes staff reports for Planning Commission presentations. Review includes plat recordation and Major Thoroughfare and Freeway Plan amendments. Researches and analyzes current real estate development issues including development ordinances. Utilizes the state's Local Government Code, the city's development code and Major Thoroughfare Plan, along with other governmental agencies guidelines in the analysis of development proposals and consideration of policy issues. Assists in the preparation of data and technical reports for the Planning Commission. Review and develop recommendations on mobile homes, cemeteries, junk yards, hazardous materials, tower and correctional facility applications. Makes presentations to the Planning Commission, city officials, other boards and agencies. Consults with organizations, developers, the business community and the public regarding development matters. Coordinates real estate development activities with other city departments and other governmental agencies. Works in a team environment.	
10	<b><u>WORKING CONDITIONS</u></b> This position is physically comfortable; the individual has discretion about walking, standing, etc.	
11	<b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b> Master's Degree in Urban Planning, Architecture, Civil Engineering, or a closely related field.	
12	<b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b> Two (2) years of progressively responsible planning experience is required. A Bachelor's Degree in Urban Planning, Architecture, Civil Engineering and four (4) years of related experience may be substituted for the education requirement.	
13	<b><u>MINIMUM LICENSE REQUIREMENTS</u></b> A valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).	
14	<b><u>PREFERENCES</u></b> Preference will be given to candidates with knowledge of Microsoft Office, PageMaker, GIS computer and computer graphic skills.	
15	<b><u>SELECTION/SKILLS TESTS REQUIRED</u></b>	None
16	<b><u>SAFETY IMPACT POSITION</u></b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug	
17	<b><u>SALARY INFORMATION</u></b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is: <div><div>Salary Range - Pay Grade 20</div><div>\$1,679.84 - \$1,825.57 Biweekly\$43,675.84 - \$47,464.82 Annually</div></div>	
18	<b><u>OPENING DATE</u></b>	February 23, 2005
19	<b><u>CLOSING DATE</u></b>	March 8, 2005
20	<b><u>APPLICATION PROCEDURES</u></b> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 <sup>st</sup> floor. Successful candidates will be notified of their application status. <b>All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</b> TDD (Telephone Devise for the Deaf) is 713-837-9496.  An equal opportunity employer	